

TRAVEL REIMBURSEMENT FORM

Claiming as: () ITC Request () Match

Total to be reimbursed: \$ _____

Destination: _____ Purpose: _____

Person #1

Name: _____

Address: _____

City: _____ Zip: _____

Departure time: _____ () a.m. () p.m.

Arrival time: _____ () a.m. () p.m.

Departure date from home: _____

Arrival date to home: _____

Person #2

Name: _____

Address: _____

City: _____ Zip: _____

Departure time: _____ () a.m. () p.m.

Arrival time: _____ () a.m. () p.m.

Departure date from home: _____

Arrival date to home: _____

I. Transportation						Person 1	Person 2	Total
Air (attach passenger coupon)								
Rental Car (attach rental invoice)								
Gas for rental car (attach receipts)								
Taxi/Bus/Tip (attach receipt over \$5.00)								
Parking (attach receipt over \$5.00)								
Private car (mileage allowed \$.445 per mile)								
Date: _____ From: _____ To: _____ Miles: _____								
Date: _____ From: _____ To: _____ Miles: _____								

II. Per Diem (includes tips)						Date	Person 1	Person 2	Total
Travel reimbursement will be made per state guidelines. Traveler gets \$30/day in-state and \$39/day out-of-state, but will allow the higher federal allowance in those locations published in IRS publications. No receipts required. Agenda for trade shows, conferences, and FAM trips, etc. required. To qualify for full-day, travel must begin by 6:30 a.m. to be reimbursed for breakfast, by 11:00 a.m. for lunch, and before 5:00 p.m. for dinner. Traveler must return after 8:00 a.m. to claim breakfast, after 2:00 p.m. to claim lunch and after 7:00 p.m. to claim dinner. * Meals included in registration will be deducted. Partial days:									
In-State - \$30 per day			Out of State Base \$30 per day			IRS Rate \$ _____ per day			
Breakfast	\$ 7.50	25%	Breakfast	\$ 9.75	25%	\$ _____			
Lunch	\$10.50	35%	Lunch	\$13.65	35%	\$ _____			
Dinner	\$16.50	55%	Dinner	\$21.45	55%	\$ _____			

